



How to Approve Training Applications

This tutorial is designed to help the first time CHRTAS Supervisor user. It also serves as a ready reference tool to teach you how to approve or disapprove applications submitted for training. The tutorial is divided into steps that can be viewed individually by clicking on their respective hyperlinks below.

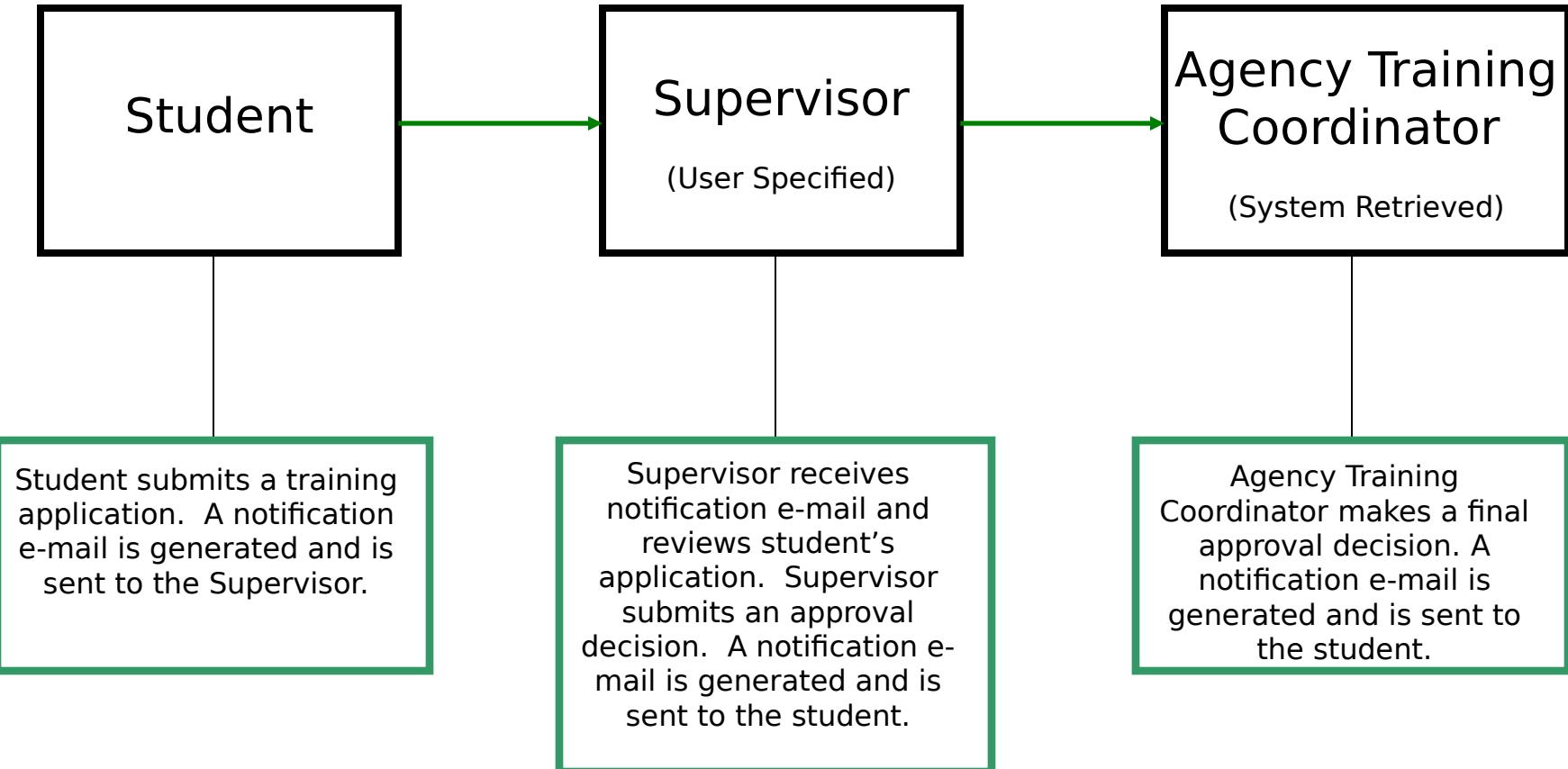
Table of Contents

- [Overview of Application Path](#)
- [Step 1 - Reference Student Training Request Email Notification](#)
- [Step 2 - Navigate to Applications Pending Review](#)
- [Step 3 - Select an Application to Review](#)
- [Step 4 - Access a Student Application](#)
- [Step 5 - Review Training Application](#)
- [Step 6 - Select an Approval Decision](#)
- [Step 7 - Submit Approval Decision](#)
- [Step 8 - Approval Decision Confirmation](#)
- [Step 9 - Student Notification Email](#)
- [Step 10 - Review other Applications](#)



How to Approve Training Applications

Application Path





How to Approve Training Applications

Step 1

COURSE: CIVILIAN LEADER BASIC
FY: 2008 SESSION: 003 PHASE: 2
START: 12/3/2007 END: 12/14/2007
LOCATION: FT LEAVENWORTH, KS
DELIVERY METHOD: Classroom
STUDENT EMAIL: sardestani@asmr.com
ORG/OFFICE SYMBOL: Symbol

This is an example of a notification e-mail sent to the Supervisor after an employee submits a training request.

This is to advise you that the above employee has applied for training and identified you as the supervisor of record.

1. Click on the following hyperlink to review and approve the student's application: <http://www.eval2.asmr.com/channels/CHRTAS/supervisor/>
2. If you have any issues with clicking the link above, please copy and paste the address into your browser.
3. Enter your email address aitassup@asmr.com at the prompt.
4. Enter Application Review Code: M3332955 at the prompt and press the 'Please Continue' button. This gives you access to all applications showing you as the supervisor of record.
5. To process an application:
 - a. Click on the student's name.
 - b. At the bottom of the application, select either 'Approve' or 'Disapprove', then click 'Submit', to process the application.

Approved applications are automatically forwarded to the Agency Training Coordinator for consideration.

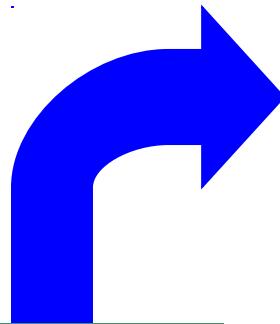
The student will be advised by a system-sent email of your approval or disapproval.

If you disapprove an application, it would be appropriate, before you press SUBMIT, to add free text comments as feedback to the employee.

Since pending and approved applications are displayed until class start date, you can view the application(s) at a later date, if desired, by clicking on the CHRTAS 'Supervisor Review/Approval' menu option and entering your email address and the Application Review Code noted above.

Please do not use auto-reply addressing to this system-generated email message.

FOR OFFICIAL USE ONLY



Connect to the web address contained in the notification e-mail by clicking on the link.

The Email contains instructions on how to review the student's training request.

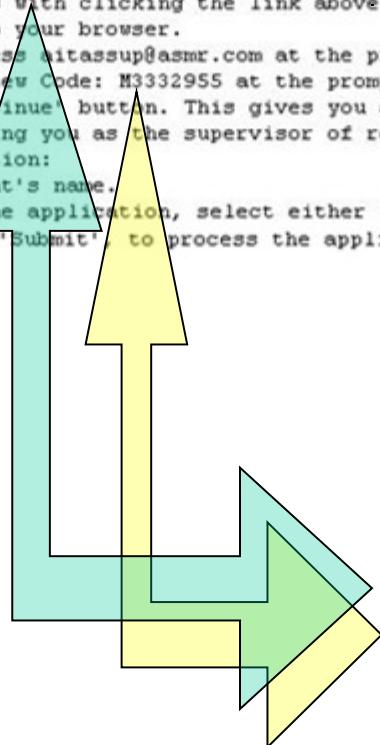


How to Approve Training Applications

Step 2

Link to CHRTAS: <https://www.atrrs.army.mil/channels/chrtas/default.asp>

1. Click on the following hyperlink to review and approve the student's application: <http://www.eval2.asmr.com/channels/CHRTAS/supervisor/>
2. If you have any issues with clicking the link above, please copy and paste the address into your browser.
3. Enter your eMail address bitassup@asmr.com at the prompt.
4. Enter Application Review Code: M3332955 at the prompt and press the 'Please Continue' button. This gives you access to all applications showing you as the supervisor of record.
5. To process an application:
 - a. Click on the student's name.
 - b. At the bottom of the application, select either 'Approve' or 'Disapprove', then click 'Submit' to process the application.



To retrieve the student's application, enter the e-mail address and the application review code from the e-mail

Enter Supervisor Email Address

Email

Application Review Code [Forgot your code?](#)

Please Continue >>

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY



How to Approve Training Applications

Step 3

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/17/2007

CHRTAS Application System

Click on the student name to review their application.

Applications Pending Your Review									
Name	FY	Sch	Crs	Cls	Phase	Action Requested	Application Date	Class Start Date	
JONES, JERRY	2007	0101	DB8AGRM	001		Training	5/17/2007	5/30/2007	

Status of Previous Actions									
Name	FY	Sch	Crs	Cls	Phase	Action Requested	CHRA Application Status	Approval Date	Class Start Date
JOY, PAM	2007	0101	DB8AGRM	001		Reservation	Reservation	1/1/1900	5/30/2007

The supervisor's "inbox" contains a list of all Training requests awaiting an approval decision as well applications which already have an approval decision assigned to them. Notice that the date of application, application status, and start date of the requested courses are displayed for easy tracking.

Determine which application you would like to review.



How to Approve Training Applications

Step 4

Highlighting and clicking on an application row opens up a path window for the application.

Civilian Human Resource Training Application System - CHRTAS Main Menu

5/17/2007

CHRTAS Application System

Click on the student name to review their application.

Applications Pending Your Review

Name	FY	Sch	Grs	Cls	Phase	Action Requested	Application Date	Class Start Date
JONES, JERRY	2007	0101	DB8AGRM	001		Training	5/17/2007	5/30/2007

Click on the student's name on the application row under the Applications Pending Your Review section to begin the application approval decision process.



How to Approve Training Applications

Step 5

On this page, you can review the application, add comments, and make an approval decision.

Civilian Human Resource Training Application System - CHRTAS | Main Menu

5/17/2007

CHRTAS Application System

Supervisor Approval / Disapproval. Please take action on the application below. You can approve or disapprove this application for training by selecting the appropriate action from the selection box below. As well, you can forward the application for approval to who the student has designated as the 'Approving Supervisor'.

Click to view course scope.

Verify/Approve Student Information

Course Info:

FY: 2007 School: 0101 Course: DB8A4RM Phase: Class: 001
Course Title: BASIC WRITING GRAMMAR AND USAGE
School Name: CHRA, KOREA REGION
Class Location: SEOUL, AP
Start Date: 5/30/2007 End Date: 6/1/2007
Delivery Method: Local Students / Onsite Remarks:
Student Alternate Training Dates: Start Date: 10/7/2007 End Date: 12/12/2007

Student Info:

SSN: 212222232 Name: JERRY JONES DOB: 12/28/1945 Gender: M
Installation: DA Military District of Washington
Pay Plan: GS Pay Grade: 13
Civilian Job Series: SAFETY TECHNICIAN
Disabilities: N Special Requirements:
Home Street: 123 STREET City: FAIRFAX State: VA ZIP: 22031 -

Student's Contact Info:

Duty Address: 123 STREET City: FAIRFAX State: VA ZIP: 22031 - Unit Country: USA
Phone: (703) 256-2666 DSN: 454-4545 Fax: (703) 565-5656
Email: sandestan@asmr.com

Student Completed Training:

Civilian Education Military Education Other Education

Advanced Course AC	Action Officer Development Course AODC
Basic Course BC	Foundation Course FC
Intermediate Course IC	Intern Leadership Development Course ILDC
<input checked="" type="checkbox"/> Leadership Education and Development LEAD Completed: Feb 01, 2006	<input checked="" type="checkbox"/> Manager Development Course MDC Completed: Jun 01, 2003
<input checked="" type="checkbox"/> Organization Leadership for Executives OLE Completed: Jan 01, 2006	Personnel Management for Executives PME I
Personnel Management for Executives PME II	Sustaining Base Leadership and Management SBLM/Army Management Staff College AMSC
Supervisor Development Course SDC	Senior Service College SSC

Student Comments:

None

Supervisor Approval:

Supervisor Comments:

[<< Return to List of Pending Training Requests](#) | Press the "Submit" button to continue | **Submit**



How to Approve Training Applications

Step 6

Student Comments:

None

Supervisor Approval:

Approve and submit to CHRA for review
Disapprove student's application

[**<< Return to List of Pending Training Requests**](#)

Press the "Submit" button to continue

Submit

After you complete the review, use the drop-down menu to approve or disapprove the training; you can add a comment if desired.



How to Approve Training Applications

Step 7

Student Comments:

None

Supervisor Approval:

Approve and submit to CHRA for review

Supervisor Comments:

The student has effectively demonstrated his need for this training.

Click here to submit your decision

[**<< Return to List of Pending Training Requests**](#)

Press the "Submit" button to continue

Submit

Enter comments as appropriate. It is recommended to enter comments for all disapprovals.

Click the SUBMIT button to finalize your approval decision.



How to Approve Training Applications

Step 8

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/17/2007

CHRTAS Application System

Supervisor Confirmation

JONES, JERRY has been approved for the class listed below: Approval Date: 5/17/2007

FY: 2007 School: CHRA, KOREA REGION Course: DB8AGRM Phase:

Course Title: BASIC WRITING GRAMMAR AND US

Class: 001 Start Date: 5/30/2007 End Date: 6/1/2007

Class Location: SEOUL, AP

Delivery Method: Local Students / Onsite Remarks

Microsoft Internet Explorer

A confirmation has been emailed to the student.

OK

[<< Review other applications](#)

Upon submission of an approval decision, the student is sent notification concerning the current status of the application within the application path.

A pop-up appears to notify you of this process. Click OK.



How to Approve Training Applications

Step 9

This is an example of a notification e-mail sent to the student after you submit an approval decision.

NAME: KIM, STEVE
COURSE: CIVILIAN LEADER BASIC
SCHOOL: 701J
FY: 2008 SESSION: 003 PHASE: 2
START: 12/3/2007 END: 12/14/2007
LOCATION: FT LEAVENWORTH, KS
DELIVERY METHOD: Classroom
STUDENT EMAIL: sardestani@asmr.com
ORG/OFFICE SYMBOL: Symbol

This is to notify you that your application for this class has been approved by your supervisor and electronically submitted to the Agency Training Coordinator

Comments: ...7/23/2007 3:01:32 PM

It is recommended that you discuss this with your supervisor if you have any questions.

FOR OFFICIAL USE ONLY



How to Approve Training Applications

Step 10

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/17/2007

CHRTAS Application System

Supervisor Confirmation

JONES, JERRY has been approved for the class listed below: Approval Date: 5/17/2007

FY: 2007 **School:** CHRA, KOREA REGION **Course:** DB8AGRM **Phase:**

Course Title: BASIC WRITING GRAMMAR AND USAGE

Class: 001 **Start Date:** 5/30/2007 **End Date:** 6/1/2007

Class Location: SEOUL, AP

Delivery Method: Local Students / Onsite **Remarks:**

 [<< Review other applications](#)

To return to your inbox, click **REVIEW OTHER APPLICATIONS**.